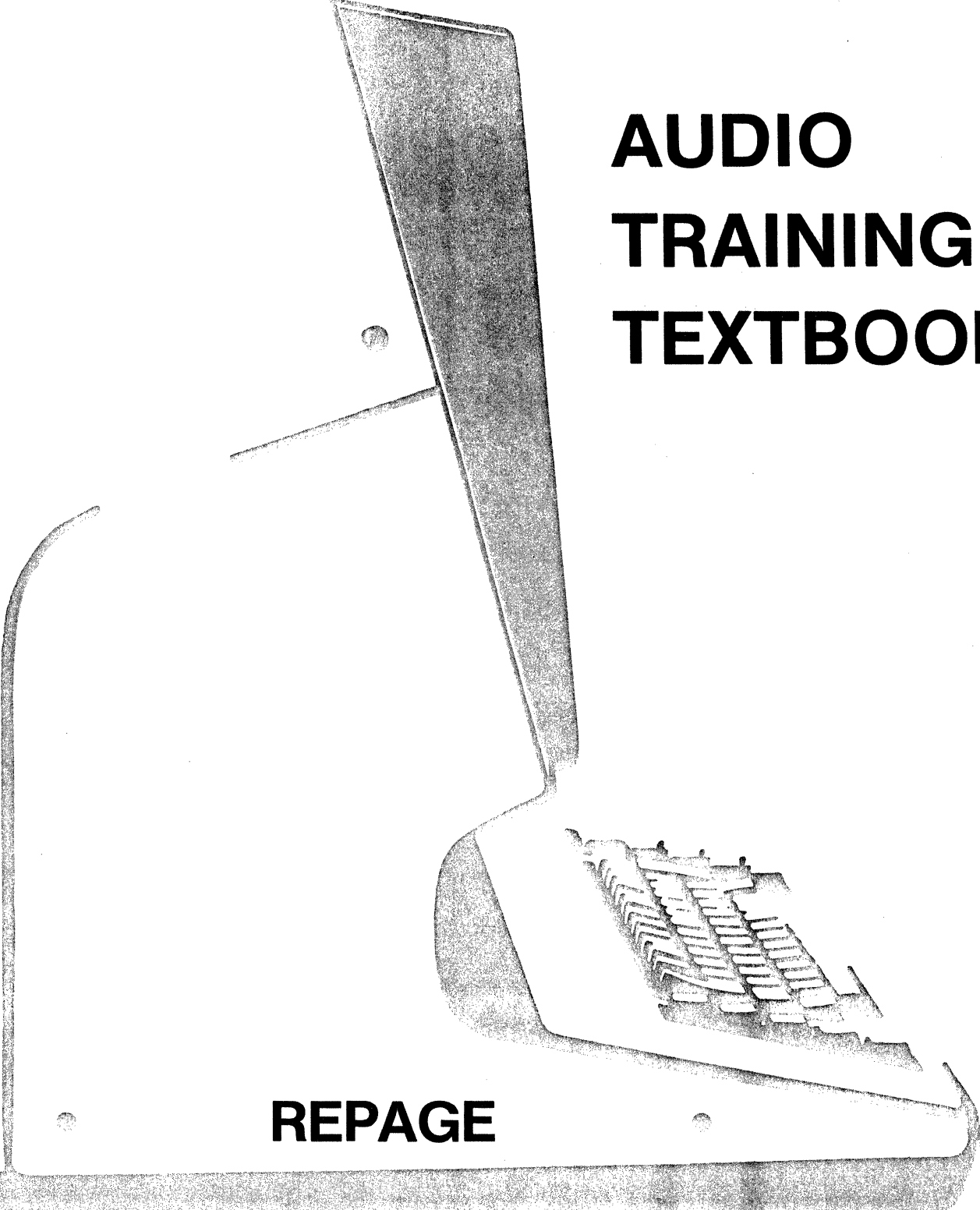


No ProblemTM

**AUDIO
TRAINING
TEXTBOOK**



REPAGE

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LANIER BUSINESS PRODUCTS, INC.

**1700 Chantilly Drive, N.E.
Atlanta, Georgia 30324**

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HOW TO USE THIS TEXTBOOK

As a rule, instructions and explanations are on tape. Exercises are in the textbook.

When you see this symbol:

⊗ **START TAPE**

in the textbook, start the tape.

When you hear this sound on the tape:

BEEP

stop the recorder and proceed with your assignment.

If you are learning in your own office, then BEFORE YOU START, copy your training disc to another disc so that it can be used again.

When you have done that, turn to the top of page 1 and start the tape.

AUTOMATIC REPAGING

TRAINING SECTION

⊗ START TAPE

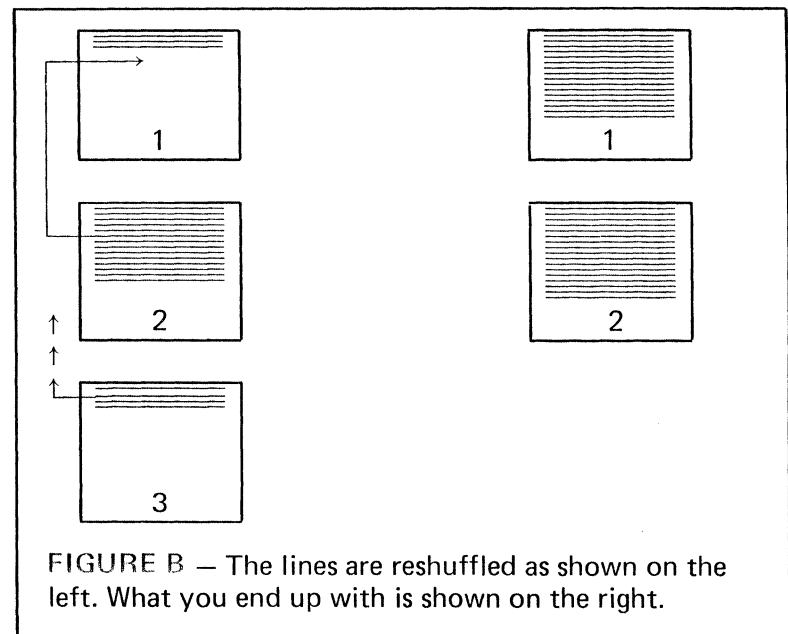
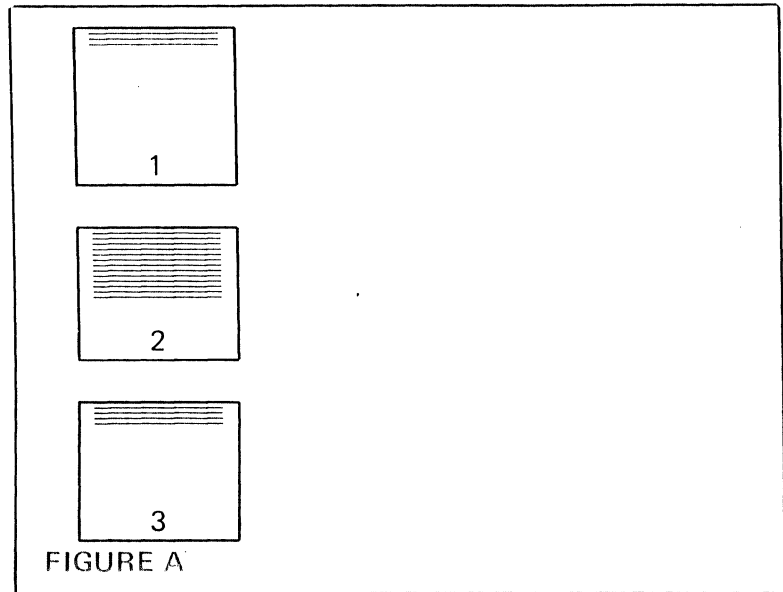


FIGURE B — The lines are reshuffled as shown on the left. What you end up with is shown on the right.

EXERCISE 1

1. Turn on the typewriter (or touch RESET if the typewriter is already on).
2. Load the Repage Smart Disc.
3. When the screen lights up, remove the Smart Disc and load the training disc into the lighted drive.

⊗ START TAPE

EXERCISE 2 – Recalling a page

FILE + **R** + HERCULES + **EXEC**

⊗ START TAPE

EXERCISE 3 – Basic repaging

1. Recall the page HERCULES. This is because the new text will take the format of anything that happens to be on the screen.

NOTE: In the following exercises, CTRL/FILE means "Hold down CTRL and touch FILE."

2. Type:

CTRL / **FILE** + **R** + HERCULES + **SPACEBAR** + STRONG + **EXEC**

With my special
CONTROL
over the FILE,

I want to Repage A text named. ...and I want to name the
HERCULES new text STRONG.

It's the old formula:
WHO am I talking to? (the file)
WHAT do I want to do? (repage)
HOW MUCH? (the text Hercules)

The process takes a while, especially if you have a long text to be repaged.

WHEN YOU SEE aaa INSTEAD OF aua ON THE FORMAT LINE, START THE TAPE.

WHEN YOU REPAGE:

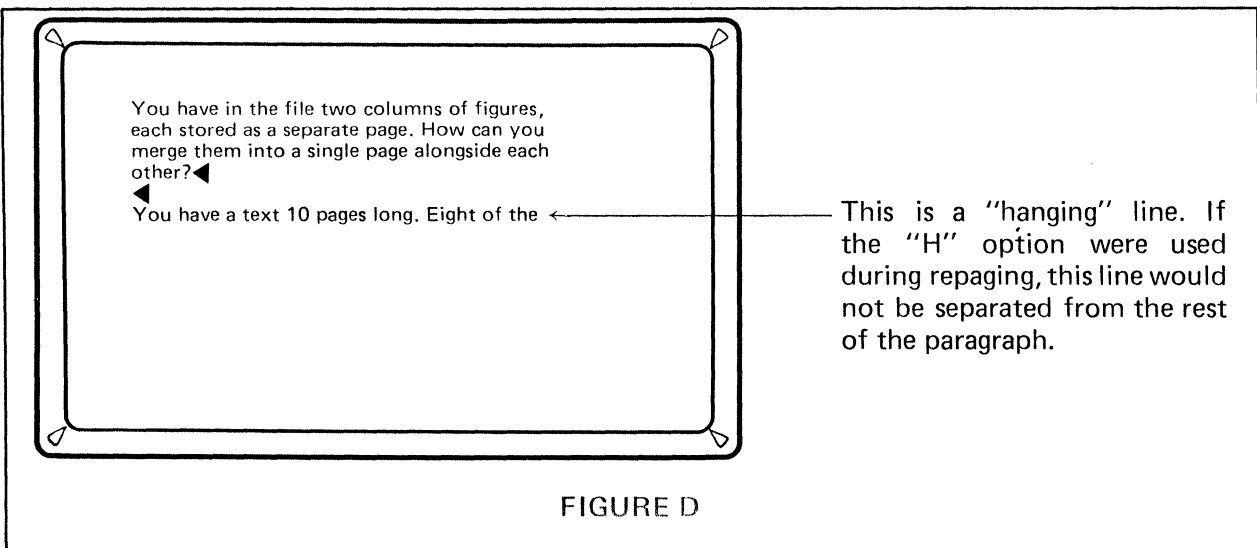
1. Typewriter chooses the vertical page setting shown on the current format line.
2. The number of lines printed on each page will be the vertical page setting minus 2.

FIGURE C

EXERCISE 4 – Basic repaging

1. You are going to repage again. This time, you want each page to have a vertical setting of 45 lines. Therefore, BEFORE you repage, change the format line on the screen to V45, as shown: FRMT + V + 45 + EXEC
2. Using your extra CONTROL over the FILE, ask the file to REPAGE HERCULES and call the new text MIGHTY.
3. When repaging is through, recall MIGHTY and "file-execute" through it. Note that each page has 43 lines printed on it (i.e. the vertical page setting minus 2.)

⊗ START TAPE



EXERCISE 5 – Hanging lines

1. Recall HERCULES.

2. CTRL / FILE + R + HERCULES + SPACE + MUSCLE + SPACE +
H + EXEC

Protect against Hanging lines

Note that the "H" option was preceded by a SPACE.

3. When repaging is completed, recall MUSCLE and flip through it. Note that there are no hanging lines.

⊗ START TAPE

HERCULES

Hercules was the son of Jupiter and Alomena. As Juno was always hostile to the children of her husband by mortal mothers, she declared war against Hercules from his birth.

She sent two serpents to destroy him as he lay in his cradle, but the infant strangled them with his own hands.

However, Juno forced him into the service of Eurystheus. Eurystheus compelled Hercules to perform all his commands, including a succession of desperate adventures which are called "The Twelve Labors of Hercules."

THE FIRST LABOR

The first labor was the fight with the Nemean Lion. The valley of Nemea was infested by a terrible lion. Eurystheus ordered Hercules to bring him the skin of this monster.

After using in vain his club and arrows against the lion, Hercules strangled the lion with his bare hands. He returned carrying the dead lion on his shoulders. Eurystheus was quite frightened at this proof of Eurystheus's tremendous strength.

THE SECOND LABOR

His next labor was the slaughter of the Hydra. This monster ravaged the country of Argos, and dwelt in a swamp near the well of Amymone. This well had been discovered by Amymone when the country was suffering from drought, and the story was that Neptune, who loved her, had permitted her to touch the rock with his trident, and a spring of three outlets burst forth.

Here the Hydra took up his position, and Hercules was sent to destroy him. The Hydra had nine heads, of which the middle one was immortal. Hercules destroyed its heads, and buried the immortal one under a huge rock.

THE THIRD LABOR

His next labor was of a more delicate kind. Admetas, the daughter of Eurystheus, longed to obtain the girdle of the queen of the Amazons, and Eurystheus ordered Hercules to go and get it.

The Amazons were a nation of women. They were very warlike and held several flourishing cities. It was their custom to bring up only the female children; the boys were either sent away to the neighboring nations or put to death.

Hercules was accompanied by a number of volunteers, and after various adventures at last reached the country of the Amazons. Hippolyta, the queen, received him kindly, and agreed to yield him her girdle, but Juno, taking the form of an Amazon, went and persuaded the rest that the strangers were carrying off their queen. They instantly armed and came in great numbers down to the ship. Hercules, thinking that Hippolyta had acted treacherously, slew her, and taking her girdle made sail homewards.

etc.

Force a new page here →

FIGURE E

EXERCISE 6 – Forcing a page

1. Recall HERCULES.1
2. Locator at V12,H35.
3. Touch CTRL/X + F. (This means hold down CTRL and touch X. Then leave CTRL and touch F.)

Force

Your page now looks like this:

⏏ THE SECOND LABOR

The typewriter will now force a new page before this heading.

4. Update the page.
5. Recall HERCULES.
6. Using your special CONTROL over the FILE, repage HERCULES, calling the new text GREAT.
7. After repaging is completed, recall GREAT.

Then:

⊗ **START TAPE**

REFERENCE SECTION

REPAGING

“Repaging” is a way to recreate a text in the file in such a way that the duplicate text has pages of equal length. The original text is not altered in any way.

Before repaging, make sure your format line is the same as the format you want for your new text. That’s because your repaged text will adopt the format of any document that happens to be on the screen when the command is given. If the first page of the original text contains the format you want to use, recall it to the screen before repaging.

BASIC COMMAND: REPAGING

CTRL / FILE + R + name of original text +
SPACEBAR + name of new text + EXEC

BASIC COMMAND: REPAGING (WITH OPITONS)

CTRL / FILE + R + name of original text +
SPACEBAR + name of new text + SPACEBAR +
options + EXEC
↓
H,P,L#,A

OPTIONS

Options are:

H . . .Protect against hanging lines. A hanging line is a single line of a paragraph appearing at the foot or top of a page. Please note that a one-line paragraph (i.e. a single line preceded **and** followed by a hard return) is not regarded by the typewriter as a hanging line.

P . . .Paragraphs must not be broken during repaging.

A . . .Repaging should be done on the other disc drive. IT IS IMPORTANT that you repage on an alternate disc if you think there is not enough room on the current disc to hold the new text. If a disc becomes full during repaging, the new text will be incomplete.

Continued on next page.

OPTIONS (continued)

L# . . . Desired number of printed lines per page. You should use this option if you want more than 2 lines left blank on each page. For instance, you may have a vertical setting of V54 on the format line. Normally, repaging would create 52 printed lines per page, leaving two lines blank. But if you want to repage so that more lines are left blank, you can specify at what line you want printing to stop. You do this by entering L# as an option before you touch EXEC.

All options are entered immediately before EXEC, and are not separated by spaces. Only the first option is preceded by a space. EXAMPLE:

CTRL / FILE + R + HERCULES + SPACEBAR
+ MUSCLE + SPACEBAR + L 4 5 H + EXEC

FORCING A PAGE

When repaging you may want to ensure that a new page is forced at a particular point. This is useful in starting a new chapter or section.

To force a new page: type CTRL / X + F
Force new page

A new page will begin at that point during repaging.

PROTECTING A TABLE OR CHART

You may have a table or chart that you don't want split across two pages.

At the beginning of the material, touch CTRL / X + P
Protect

At the end of the material, touch CTRL / X + &
End of protection

NOTES ON REPAGING

1. Double and single spacing are automatically accounted for.
2. Ensure that all pages in the text have the same width. If there are one or two pages with odd widths, these should be detached and repaged separately.

TO AVOID HAVING TO DO THIS, MAKE A HABIT OF TYPING EACH PAGE WITH THE SAME PAGE WIDTH. Plan the width in advance so you can be sure it will accomodate the widest page.

EXTRA PRACTICE (Optional)

HERCULES needs to be repaged. However, at a later date you may need to add charts onto some of the pages. So the two blank lines the typewriter automatically leaves you will not be enough.

The solution is to use the L option when repaging.

EXERCISE 7 – Using the L option

Repage HERCULES so that there are 57 lines on the vertical page, but only 45 lines printed on each page.

(Hint: Make sure the format line contains the vertical setting you want. Then, using your extra CONTROL over the FILE, ask the file to REPAGE HERCULES, calling the new text BIGFELLER, and to stop printing at line 45 on each page.)

EXERCISE 8 – Using the P and A options

Repage HERCULES with a vertical page setting of V54. Not only do you not want hanging lines, but you don't even want any paragraphs split. So, instead of using the "H" option, use the "P" option.

Oh, and another thing, if you have two disc drives, the new text should appear on the other drive. So make sure it has a disc in it, and use the "A" option in your command.

Name your new text FINIS.

QUIZ(Answers on next page)

1. The author of a text has made so many changes that the pages wildly differ in length. What can you do to even them out?

2. What is wrong with this command?

FILE + R + HERCULES + SPACE + TOUGH + EXEC

3. This author cannot stand to see paragraphs broken. Which option would you use when you repage?

4. The author has now decided that he doesn't mind if a paragraph is broken, just so long as it isn't broken after the first line. Which option would you use?

5. You are about to repage a long text, and suddenly realize that the disc simply won't hold all those new pages. What's the solution?

6. I want to repage a text using the A and H options. I don't understand why it won't work. Is there something wrong with this command?

CTRL/FILE + R + HERCULES + SPACE + STRONG + AH + EXEC

ANSWERS TO QUIZ

1. Repage the text.
2. It should be CTRL/FILE etc.
3. The "P" option.
4. The "H" option.
5. Repage on the other drive — use the "A" option.
6. There needs to be a space before you start listing options:

CTRL/FILE + R + HERCULES + SPACE + STRONG +
SPACE + AH + EXEC